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|  | **Our Reference:** 83891 |   |  July 2013 |

**Freedom of Information Request**

You asked for the following information from the Legal Aid Agency (LAA), and executive agency of the Ministry of Justice (MoJ):

***“…a copy of the Training Manual used by CAPITA to determine whether a matter is in scope under the new regulations.”***

Your request has been handled under the Freedom of Information Act (FOIA) 2000.

I can confirm that the department holds this information and I am pleased to provide it to you.

**Annex A** shows the tool used by CLA operators, known as ‘Pinpoint,’ when determining whether a matter is in scope. The attached shows only one category of law but the principles apply across the board.